

DATA ENTRY GUIDE

This guide contains the preferred style to use when adding names and addresses into the Electronic Case Files System (ECF). It is designed so that a party and the party's address only will be added to the database once. After that, with a proper search, it can be called up and linked to as many cases as appropriate without adding another entry to the database.

The following rules have been compiled for uniformity in initial entry of names and addresses, resulting in quicker and easier search results.

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I. Attorney Searches/Additions:

Attorneys who file documents electronically are in the court's database and should not be added again. ECF automatically associates the attorney to cases when the attorney logs in.

II. Debtor/Creditor/Miscellaneous Filer Additions:

DO NOT AUTOMATICALLY ADD A NAME OR ADDRESS TO THE SYSTEM. A thorough search of the database should always be conducted before adding parties. *Searching is very important* in reducing the number of duplicate entries.

A. Searching for Debtor/Creditor/Filer Names.

A search MUST be conducted prior to adding a party to the database. Use the standards and examples outlined below when performing a party search in ECF.

Standards:

NOTE: Due to ECF software upgrades, party names may or may not include ampersands and/or apostrophes. When either appears in the party's name, a search should be conducted with and without the punctuation.

1. When the party name is initials, such as B & D Inc., search the database with and without the space. For example; search B&D Inc and B & D Inc. The correct way to enter this name into the database is with a space before and after the ampersand.
2. Social Security numbers should only be used when the party is a debtor to the case. A complete Social Security number is needed to do a search using the SSN field. A successful search will bring up the debtor's name, address and last four digits of the Social Security number in the format xxx-xx-9999.
3. A tax id number search may be conducted using that field. Only federal tax id numbers can be used. Use the nine digit xx-xxxxxx format when entering the tax id number.

Example:

<i>Individual:</i>		
SSN	999-99-9999	Tax Id
<i>Business</i>		
SSN		Tax Id
Last/Business Name		91-0000000
B & D Inc		

- If the name displays as a result of the search, click on it to select. If the address is not the correct one and other parties with the same name display, scroll through the parties until you have located the one with the correct address.
- If only one name displays as a result of the search and the address is incorrect, change the address in the information field for the party.
- If you know the Social Security number make sure the last four digits match the one in ECF before you select the name.

B. Adding Filer/Creditor/Party Names.

When a party's name and address is not listed in the database and you are adding it for the first time, adhere to standards and examples outlined below. Enter each individual's name separately. For example, John and Mary Smith are married and are filing an adversary case against a debtor. John Smith and Mary Smith will be entered into the database separately as plaintiffs.

Standards:

1. Punctuation: ***Commas and periods should NOT be entered in any name field. Apostrophes, ampersands, and hyphens should always be used.***
2. Capitalization: Enter a name with the first letter of the first, middle AND last name capitalized. The remainder of the name is entered in lower case letters. *For example: Mary Ann Smith, not MARY ANN SMITH*

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3. The Omit **THE** as the first word of a name.
 4. Titles: Ignore the title field. It doesn't display on the case docket.
 5. Generations: Generations are entered in the "Generation" field rather than in the last name field (Jr, Sr, III, II, etc.). Do not use periods, commas or other punctuation in this field.
 6. Character Allowance: CM/ECF allows **100** characters in the last name field, 20 in the first name field and 15 in the middle name field. When the name is too long to be entered into these fields, add as much as possible and use the **Party Text** field to enter the complete name.
 7. Hyphenated Names: Use hyphens when adding hyphenated last names. *For example: **Mary Jo Robertson Rice-Kent** should be entered with **Rice-Kent** as the last name.*
 8. Middle Names:

If a party has two middle names, both should appear in the middle name field, unless they exceed the 15 character limit. In that case enter one name as an alias for the party. *For example: **John Monteguerra Robert Turner Jr**, enter Monteguerra in the middle name field. Enter **John Robert Turner** as an AKA.*

When two middle initials are given, enter them in the middle name field. For example: John M R Turner, enter M R in the middle name field. The initials should be spaced but periods should NOT be used after each initial.

If a party does not have a middle name, leave the field blank. Do **not** enter NMN or No Middle Name in the middle name field.
 9. Party Text field:

The party text field is ONLY used in adversary cases when entering supplemental information to a party. For example:

XYZ Company, a company publically held, enter **a company publically held** in the party text field.

John Smith and Mary Smith, husband and wife and the marital community comprised thereof, enter John Smith and Mary Smith separately as parties, *enter **husband and wife and the marital community comprised thereof**, in the party text field after Mary Smith*

When the plaintiff or defendant is a panel trustee enter the trustee's name as the party and enter, **trustee** in the party text field.

If the trustee or examiner was appointed by a court order use this

format: John Smith, trustee for XYZ Company, enter ***trustee for XYZ Company*** in the party text field.

10: John Does:

If a John Doe name is accompanied by a last name, enter it as outlined in the example below:

Last Name: Gilespie

First Name: John Doe

- ◆ If a John Doe is not accompanied by a last name, enter it as outlined in the example below.

Last Name: Doe

First Name: John

- ◆ If more than one Doe is indicated, include that information in the party text field

Last Name: Doe

First Name: John

John Doe I

John Doe 2

(I) denotes John Doe number one.

Examples:

Individuals:

Last name

Rice-Kent

First Name

Mary Jo

Middle name

Robertson

Generation

Title

Individuals:

Last name

Gilespie

First Name

John Doe

Middle name

Generation

Title

Businesses:

Last name Webster Corp

First Name

Middle name

Generation

Title

SSN

Tax ID

91-999999

Party Information

Last name Smith

First Name

Mary

Middle name

Generation

Title

ProSe yes ▼

Role

Defendant (dft:pty)

Party Text

husband and wife and the marital community comprised thereof

C. Adding Alias:

NOTE: The U.S. Trustee requires the debtor to bring proof of identification to the sec.

341 meeting of creditors. The name that is on the proof of identification must be the debtor's name that is on the petition and entered into ECF. If the debtor is commonly known by a nickname it should be entered as an alias.

Aliases are added by clicking the **Alias** button at the party information screen. Standards for entering data are as follows:

Standards:

Last/Business Name	Enter the individual's last name or the complete business AKA, as applicable.
First Name	Enter the individual party's first name.
Middle Name	Enter the individual party's middle name, if applicable.
Generation	Enter the individual party's generation; Jr, Sr, II, III, etc. Do not use punctuation.
Role	Select the appropriate alias type. For example, if you are entering "doing business as" information for an individual debtor, select dba from the pick-list.

Valid Roles:

Also Known As (aka)
Doing Business As (dba)
Formerly Doing Business As (fdba)
Formerly Known As (fka)
Whose Husband Is (whi)
Whose Husband Was (whw)
Whose Wife Is (wwi)
Whose Wife Was (www)

Example:

Last/Business name	First Name	Middle name	Generation	Role
Turner	John	Robert		
Turner	Jack			aka ▼
Turner Construction				dba ▼

D. Abbreviations: The use of abbreviations is discretionary in ECF.

Standards:

1. **Abbreviation Standards:** When choosing to abbreviate use common English abbreviation standards. For example: Road should be entered as Rd, Street as St, etc. Individual party names should never be abbreviated.
2. **State Names:** Use the two letter state abbreviation when entering a state name. **Capitalize both letters of the name.** For example; Washington should be entered as WA, not as Wa.
3. **Governmental Entities:** Most governmental entities are listed in the ECF database. Searches should be conducted with and without the use of abbreviations. For example: WA Dept of Revenue is standard, but the agency may also have been entered as WA Department of Revenue. **Always perform a thorough search before adding a new party.**

E. Adding Filer/Creditor/Party Address:

Refer to the following standards and examples prior to adding debtor/filer/creditor or party information.

Standards:

1. **DO NOT** include extra spaces.
 2. **Symbols:** Metacharacters are symbols above the numbers on the keyboard and should not be used when entering information into ECF. Examples of metacharacters include: (%), (!), (\).
- **EXCEPTION:** The (/) symbol may be used in the address field when

entering a c/o address. The (#) symbol may be used in place of the word "number" or in place of space, trailer, unit, apt, suite. The (&) symbol may be used in place of "and".

3. DO NOT enter the city in any of the address fields. It MUST be entered in the designated **City** field.
4. When entering the address for a debtor, the County MUST be selected in the **County** field.
5. **ATTENTION LINE OR IN C/O LINE:** Use the first address line for c/o line or Attn. **Do not capitalize** either the c/o or the complete firm name. Capitalize the first initial of the first, last and middle name.
6. **POST OFFICE BOX OR PMB:** When entering the a street address and a **post office box** enter the street address in the address 1 field and the post office box in the address 2 field. When entering a **private mail box (PMB)** enter the PMB number in address1 field and the street address in the address 2 field.
7. **DO NOT** add an account number as part of the creditor's address.

Examples:

Office	<input type="text"/>	Address 1	<input type="text" value="c/o William A Hopfer"/>		
Address 2	<input type="text" value="23319 196th Ave N #Q270"/>		Address 3	<input type="text"/>	
City	<input type="text" value="Everett"/>	State	<input type="text" value="WA"/>	Zip	<input type="text" value="98402"/>
County	<input type="text" value="Snohomish"/>	Country	<input type="text"/>		

Office	<input type="text"/>	Address 1	<input type="text" value="9119 19th Ct SW"/>		
Address 2	<input type="text" value="PO Box 18901"/>	Address 3	<input type="text"/>		
City	<input type="text" value="Seattle"/>	State	<input type="text" value="WA"/>	Zip	<input type="text" value="98101"/>
County	<input type="text" value="King"/>	Country	<input type="text"/>		

Office	<input type="text"/>	Address 1	<input type="text" value="PMB 789"/>		
Address 2	<input type="text" value="12345 Main St."/>	Address 3	<input type="text"/>		
City	<input type="text" value="Seattle"/>	State	<input type="text" value="WA"/>	Zip	<input type="text" value="98101"/>
County	<input type="text" value="King"/>	Country	<input type="text"/>		

III. Overseas Military Address

Standards:

When a debtor is on military duty and stationed in a foreign country, but resided within the Western District of Washington prior to foreign duty, use the Washington county as the county code when entering the foreign address information.

A. APO/FPO Zip Code Terminology

APO (or FPO) is the equivalent of a **city**
AA (or AE or AP) is the equivalent of a **state** ZIP Code denotes in what area of the **world** to send mail.

The three-digit military APO/FPO ZIP Codes and the overseas locations are:

090-092.....Germany	340.....The Americas (except United States & Canada)
094.....United Kingdom	962.....Korea
095.....Atlantic/Mediterranean ships	963.....Japan
096.....Italy, Spain	964.....Phillippines
097.....Other Europe	965.....Other Pacific and Alaska
098.....Middle East, Africa	966.....Pacific/Indian Ocean ships

Examples:

Office	<input type="text"/>	Address 1	<input type="text" value="24 AIRPS"/>		
Address 2	<input type="text" value="PCS 2 BOX 415"/>		Address 3	<input type="text"/>	
City	<input type="text" value="APO"/>	State	<input type="text" value="AA"/>	Zip	<input type="text" value="34001-0605"/>

Office	<input type="text"/>	Address 1	<input type="text" value="1st MED"/>	
Address 2	<input type="text" value="Unit 44401 Box 3"/>	Address 3	<input type="text"/>	
City	<input type="text" value="FPO"/>	State	<input type="text" value="AP"/>	Zip <input type="text" value="96607-0003"/>
County	<input type="text" value="King"/>	Country	<input type="text"/>	

IV. Foreign Address Entries.

Standards:

When the debtor resides in a foreign country enter the house number or apartment number and street address in the Address 1 and Address 2 fields, and the city and country in the Address 3 field. Leave the City, State, Zip and Country fields blank. In the County field enter the name of the county where the sec. 341 meeting will be held. After the Clerk's Office mails the sec. 341 meeting notice to creditors, the name in the County field will be changed to read Foreign.

Example:

Office	<input type="text"/>	Address 1	<input type="text" value="Kwonsun-ku Top-dong 68b1-1"/>	
Address 2	<input type="text" value="Bokjung Villa #501"/>	Address 3	<input type="text" value="Suwon SOUTH KOREA"/>	
City	<input type="text"/>	State	<input type="text"/>	Zip <input type="text"/>
County	<input type="text" value="Pierce"/>	Country	<input type="text"/>	

V. Common Filers - Creditor Names & Government Entities.

The following are standards for data entry and examples of common filer names and the abbreviations used to enter government entities into the database.

Standards:

1. Search Database: Most common filers, creditor names and government entities, are already entered in the database. Therefore, a search should be performed before adding a new party.
2. Enter Minimal Information: Perform the search by entering minimal information to generate a specific result. For example, when searching for *CA Tax Franchise Board*, enter *CA Tax* to begin the search.
3. Party Selection: When multiple parties display as a result of the search, select the most applicable. Additional descriptive information can be added in the party information field.

NOTE: The defendant(s) and plaintiff(s) name(s) in an adversary proceeding must be entered into the data base exactly as they appear on the complaint

Common Filers and Governmental Entities:

CORRECT	INCORRECT
American General Finance	American General
Bank of America	Bank of America (NW NA, NW, NA, NT & SA, Illinois)
Bank One	Bank One of Delaware,NA fka First USA
Beneficial Finance; Beneficial Mortgage	Beneficial
Boeing Employees Credit Union	BECU, Boeing Emp Credit Union
Chase Manhattan Bank	Chase Manhattan Bank (USA,N.A.)
Citibank; Citibank Student Loan Corp	Citibank (South DakotaNA; Maryland NA; Nevada; New York; USA NA)
City of [enter name] (Seattle, Tacoma, Everett, Miami)	City name alone
Creditors Committee	CC Creditor's Comm...
DaimlerChrysler Corp; DaimlerChrysler Financial Services	DaimlerChrysler
eCast Settlement Corp	ECAST, eCAST

CORRECT	INCORRECT
Environmental Protection Agency	EPA
Federal Savings and Loan Insurance Corp	FSLIC
Federal National Mortgage Association	FNMA, Fannie Mae
Federal Home Loan Mortgage	FHLM, Freddie Mac
Federal Deposit Insurance Co	FDIC
Financial Assistance Inc	Fin Assistance, Inc Financial Assistance Co Inc
General Electric Co; General Electric Mortgage, GE Capital	GE
General Motors Acceptance Corp	GM Acceptance Corporation; GMAC
Grays Harbor County (Treasurer, District Court, etc)	Grays Harbor County
Greenwood Trust Co	Greenwood Trust company, by its servicing agent Discover Financial Services, Inc.
Household Finance	HFC.
Internal Revenue Service	US Treasury Department, IRS
Key Bank	Key Bank of (Washington, Oregon etc)
King County (Director of Finance, District Court, etc)	King County
Litton Loan Services	Litton Loan Servicing, Inc. servicing agent for Chase Manhattan Bank; Litton Loan servicing agent for First National Mortgage
Max Recovery Inc	Max Recovery Inc II, Max Recovery Trust
New York Life	New York Life Insurance Company
Oregon State University	OSU
Providian; Providian National Bank	Providian National Bank, NA; Providian Processing Services; Providian Visa
Sears Roebuck & Co	Sears, Sears Roebuck, Sears Co,
Seattle City Light	City Light
Securities & Exchange Commission	SEC
Snohomish County (Treasurer, PUD, etc)	Snohomish County
Social Security Administration	SSA

CORRECT	INCORRECT
Tacoma Public Utilities	TPU
Thomas Hansen & Co	Thomas Hansen and Company
Thurston County (Treasurer, Public Works), etc.	Thurston County
United States of America	USA
University of Washington	UW (UofW)
US Dept of Agriculture Rural Development	Department of Agriculture Rural Development; Rural Department; Farmers Home Administration ; (FmHA, ASCS,CCC,); orUSDA Rural Development
US Air Force	United States Air Force, USAF
US Army	US Dept of the Army
US Attorney	USA
US Dept of Education	US Department of Education, USED
US Dept of Health & Human Services	US Department of Health & Human Services, HHS
US Dept of Housing & Urban Development	Housing & Urban Development, HUD
US Dept of Justice	Department of Justice, USDOJ
US Dept of Veterans Affairs	US Department of Veterans Affairs (or Office of ...) ; Veterans Administration, VA
US Marines	United States Marine Corp, USMC
US Office of Financial Management	Office of Financial Management, OFM
US Small Business Administration	Small Business Administration, SBA
US Trustee	United States Trustee, UST
WA Attorney General	AG , Attorney General of Washington
WA Dept of Ecology	Washington State Department of Ecology
WA Dept of Employment Security	Washington State Employment Security, WSES; State of Washington Department of Employment Security;
WA Dept of Fisheries	Washington State Department of Fisheries
WA Dept of Health	Washington State Department of Health

CORRECT	INCORRECT
WA Dept of Labor & Industries	Washington State Department of Labor & Industries; L&I ;
WA Dept of Licensing	Washington State Department of Licensing; DOL
WA Dept of Revenue	State of Washington Department of Revenue; DOR
WA Dept of Social & Health Services	Department of Social Health Services of Washington , DSHS;
WA Dept of Transportation	State of Washington Department of Transportation; DOT
WA Dept of Utilities & Transportation	Washington State Utilities & Transportation
WA Ferries	Washington State Ferries
WA Insurance Commissioner	Washington State Insurance Commissioner
WA Liquor Control Board	Washington State Liquor Control Board, WSLCB
WA Lottery Commission	Washington State Lottery
WA Student Loan Guarantee Association	Washington State Student Loan Guarantee Association, WSLGA
[Spell Washington when it's not a state agency] Washington Support Registry	Office of Support Enforcement, OSE
Washington Mutual Bank; Washington Mutual Home Loans; Washington Mutual Savings Bank	Washington Mutual Bank, FA; Washington Mutual Finance; Washington Mutual Home Loans, Inc.
Washington School Employees Credit Union	Washington School Emp CU
Washington State University	WSU
Washington State Bar Association	WSBA
Washington State Bar Association Credit Union	Washington St Bar Assn CU, WSBA CU
Washington State Employees Credit Union	WSECU
Wells Fargo; Wells Fargo Finance, Wells Fargo Home Mortgage	Wells Fargo fka First Interstate Bank,